

Stanton County Fair Board  
PO Box 205  
Stanton, NE 68779-0228  
402-439-2003  
**Rental Agreement**

Rental Date: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

This serves as a contract between the above listed person (Renter) and the Stanton County Fair Board. The Renter will have the use of the Community Building on the date(s) specified above between the approximate hours of 6 A.M. and 1 A.M.

Rental Fees:

**Community Building –**

All day, per day \$500

Additional day for set up prior to event \$75 (if available)

Additional day for cleanup following event \$75 (if available)

Plus cash deposit of \$100 for county residents, \$250 for non-county residents

**Rules and Regulations**

1. The rental fee/deposit must be paid at least two months prior to the event. An additional fee will be charged if there is any damage.
2. Do not use staples or tacks on the tables. No staples shall be used on the walls. Tape is permitted on the tables, if completely removed following event. Balloons are not allowed in the building when the heating system is turned on. No vehicles will be allowed in the building without the consent of the Fair Board. All decorations must be taken down, and the facility is expected to be cleaned and trash disposed of immediately after the event. Cleaning supplies are in the kitchen.

**Clean up includes the following:**

- a. Tables and chairs must be wiped off and put away.
- b. All floors must be swept and damp mopped.
- c. Rugs need to be vacuumed.
- d. Empty all garbage cans and put in new liners in each garbage can.
- e. All restrooms must be cleaned, including sweeping, mopping the floors, cleaning the sink, toilets, mirrors, and taking out the trash. Replace the trash bags in the trash cans.
- f. If kitchen is used, this area should be completely cleaned including the counters, sinks, wipe up spills in the refrigerators / stove, mopping the floor, bagging and putting all trash out in the dumpster. Dirty towels should be left by the kitchen sink.
- g. Refrigerator checked and clean out including the freezer. Please do not leave ice in the freezer.
- h. The trash will be picked up from around the premises on the outside of the building, if needed.
- i. Turn off all the lights and air conditioning when done. Heat should be turned down to 54 degrees in the kitchen and 44 degrees in the main area.
- j. Contact Jennifer at 402-649-0071 to check building and return key



## Community Building Location of equipment and Supplies provided:

- Key located to left above front door to unlock doors. Please leave by door.
- Air conditioner controls are located below each unit. The key is attached to the rental key for opening the boxes. Please turn off when finished.
- Heating controls are located on the west wall (2 units). Please turn to lowest temperature when finished.
- Air conditioner and heater controls for the kitchen and bathroom are located on the east wall of the kitchen. Please turn off air conditioner in the summer and set to heat to 50 degrees in the winter.
- Light switches are located next to the front door and inside the kitchen door. The lights for the stage are located on the back of the stage.
- Ceiling fan switch is located on the back of the stage.
- Sound / microphone system – need to request the key for use and operation of the system prior to the event.  
*\*\* A separate deposit may be required for use of the sound system. \*\**
- Tables and chairs are located in the storage area between the bathrooms.
- 6' tables (enough to seat approx. 300+ people) are located in the storage area between the bathrooms – please return these to the racks and put back
- Folding chairs
- Water serving pitchers - 15
- Coffee serving pitchers - 12
- Serving carts – 2
- Coffee pots – 2, serve 100 people each
- Trays
- Refrigerator – 2
- Oven